

**BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**

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www.dca.ca.gov/bsis

JULY 2003

HOW TO REGISTER AN IN-HOUSE SECURITY GUARD

(Instructions for In-House Employers)

An In-House Security Guard is an employee who provides security for one employer, is listed on the payroll of that employer, whose wages are paid directly by that employer, and only provides security for that employer's property, e.g. store, parking lot. A security guard is a uniformed or non-uniformed person employed to protect people and property or to prevent the theft of property. An In-House Security Guard performs the same functions as a contract security guard but is not employed by a private patrol operator.

An unarmed In-House Security Guard may apply for registration, but is not required to do so. However, those In-House Guards who intend to carry a baton or a firearm are required to be registered and must obtain the appropriate weapons permit.

Effective January 1, 2003, a security guard must have in his/her possession a valid security guard registration or a screen-print of the Bureau's approval from the Bureau's Web site at www.dca.ca.gov/bsis, along with a valid photo identification prior to working as a security guard.

Security guards who have been issued a temporary guard card prior to January 1, 2003, will be allowed to work until the expiration of the temporary card. No extensions will be provided on temporary security guard registrations after January 1, 2003.

EXPEDITE PROCESSING

In order to speed up the security guard application and fingerprinting process, the following steps should be followed:

STEP 1

The security guard must have received the "Power to Arrest" training and passed the examination.

STEP 2

The security guard applicant, private patrol operator or the training facility must submit the security guard application on-line at http://www.dca.ca.gov/bsis/online_licensing.htm.

Security guard registration and fingerprint processing fees must be paid by credit card at the time of submission.

The breakdown of those fees paid on-line are as follows:

Security Guard Application Fee	\$50.00
On-Line Convenience Fee	\$1.00
Department of Justice Fingerprint Fee	\$32.00
Federal Bureau of Investigation Fingerprint Fee	\$24.00
TOTAL	\$107.00

The online application is sent electronically to the Bureau.

STEP 3

The security guard applicant must submit fingerprints electronically using LIVE SCAN, but only through an approved Private Patrol Operator/Training Facility/Sylvan Identix Fingerprinting Centers.

A listing of Live Scan sites is available at the Bureau's Web site at http://www.dca.ca.gov/bsis/live_scansites.htm

In addition, you must only use the security guard Live Scan forms downloaded from the Bureau's Web site or obtained from the Bureau. The Live Scan form from the Bureau contains the correct coding and identification numbers to ensure that the Bureau receives Federal Bureau of Investigation (FBI) and California Department of Justice (DOJ) responses.

Live Scan forms can be downloaded at http://www.dca.ca.gov/bsis/live_scan.htm

STEP 4

Once the Bureau has received the online application and criminal history clearances, the cleared security guard will appear on the Bureau's Web site. The security guard, private patrol operator or training facility can verify the Bureau's approval by checking the Bureau's "Verify a License" at <http://www.dca.ca.gov/bsis/lookup.htm>. Once the security guard registration has been cleared and appears on the Bureau's Web site, a screen-print from the Web site may be used as an interim security guard registration and the security guard can be placed on assignment. The actual security guard registration will be mailed to the applicant and should be received in 7 to 10 business days.

STEP 5

Security guards placed on assignment must keep the following documents with them:

1. Screen print of the Bureau's approval obtained from the Bureau's Web site or a valid security guard registration
2. A valid photo identification

NORMAL PROCESSING

The Bureau will continue to accept any of the following:

- Submit your completed security guard application, a **\$50** registration fee and a Security Guard Live Scan form signed by the Live Scan operator. A \$32 DOJ fingerprint processing fee and a \$24 FBI fingerprint processing fee must be paid at the Live Scan site. Send your application package to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.
- Submit your completed Security Guard Application with two fingerprint cards (FD 258) and **\$106 (\$50** registration fee, \$32 DOJ fingerprint processing fee and \$24 FBI fingerprint processing fee) to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

Please be aware that this processing will take longer than online processing.

ADMINISTRATION OF THE POWER TO ARREST EXAMINATION

The Bureau may give written approval to administer the Power to Arrest examination to businesses which employ security guards and which have established ongoing training programs. Approval may be obtained by sending a written request to the Bureau on business stationery (letterhead). The letter must be accompanied by resumes of those seeking approval to administer the examination. You will be notified in writing within six to eight weeks regarding the request.

Only those persons who receive written authorization from the Bureau may give the Power to Arrest examination and sign applications for registration. If there is any change in employment of instructors, written Bureau authorization must be granted to new instructors **before** administration of the test. After authorization, your business name and address will be placed on our mailing list to receive copies of information bulletins relating to private security.

Once an in-house guard is registered, he or she becomes subject to the provisions of the Private Security Services Act, Business and Professions Code, Chapter 11.5. A copy of the Act is provided to individuals authorized to administer the Power to Arrest examination. Additional copies of the Private Security Services Act are available on the Bureau's Web site at <http://www.dca.ca.gov/bsis/pssact.htm> or can be purchased by submitting a written request accompanied with the fee of \$10.75 for each copy.

FOLLOW THESE STEPS TO REGISTER AN IN-HOUSE SECURITY GUARD

Ask each new security guard employee whether he or she has a guard registration card.

A. IF THE EMPLOYEE HAS A REGISTRATION

1. Does the employee have personal identification matching the guard registration (valid driver's license or identification card issued by the Department of Motor Vehicles or a military identification card)?
2. Is the registration valid? If it has expired beyond 30 days, the employee must reapply in the same manner as if he or she had not previously been registered. If you have concerns about the validity of a registration, you can verify the Bureau's approval by checking the Bureau's "Verify a License" at <http://www.dca.ca.gov/bsis/lookup.htm> or by calling the Bureau at (916) 322-4000.
3. If the employee is currently registered, copy the registration number and expiration date for your records.

B. IF THE EMPLOYEE DOES NOT HAVE A REGISTRATION

1. Administer the Power to Arrest examination according to the instructions in the test booklet. Proof of completion of the examination must be maintained in your records. You will receive the test booklet and answer key upon written approval from the Bureau to administer the test. (See page 1)

If you do not wish to provide Power to Arrest training, you may refer employees to a Bureau-certified training facility. The facility will provide the necessary forms and information regarding fees and application procedures. You may call the Bureau at (916) 322-4000 for a list of facilities in your area.
2. Instruct the employee to complete all information on the guard registration application. Emphasize the necessity for truthful answers to questions regarding criminal activity. Answering "yes" to these questions does not necessarily mean that the application will be denied. A false answer is likely to result in the application being denied or suspended.
3. Verify that the application is complete and signed.
4. Security guard registrations are valid for two years. In order to renew, the renewal fee and renewal form must be sent to the Bureau at least 60 days prior to the expiration date

OR

you can renew on-line at http://www.dca.ca.gov/bsis/online_licensing.htm

To request renewal forms, please visit the Bureau's Web site at <http://www.dca.ca.gov/bsis/> and download the form. A security guard who sends the renewal form and fee before the expiration date, but who does not receive the renewed card from the Bureau prior to the expiration date, may still work as a guard for up to 90 days after expiration of the old registration. He or she must carry the expired security guard registration and proof of timely renewal, such as a cancelled check.

FIREARMS PERMIT

- Security guards who have a valid security guard registration and a valid firearms permit may carry exposed firearms while going directly between home and work, or range training. We suggest that you contact your local law enforcement or district attorney's office regarding locally accepted methods of transporting firearms.
- Security guards who have a valid security guard registration and firearms permit may carry exposed firearms as long as they wear a uniform with a patch on each arm that reads "Private Security" and includes the name of the company for which the person is employed. The patch must be clearly visible at all times, and approved by the Bureau.
- To apply for a firearms permit, security guards must attend a firearms course at a Bureau-certified training facility. Before instruction begins, they must provide the firearms instructor with proof of citizenship or permanent legal alien status in the United States. After they successfully complete the firearms course, the facility will supply application forms and help the security guards complete them. The instructor will

complete the back of the application and sign it. You may receive information on training facilities by calling the Bureau at (916) 322-4000.

- To obtain a firearms permit, security guards must send an application, the second copy of the Live Scan form or two completed fingerprint cards, and fees to the Bureau. The Department of Justice and the Federal Bureau of Investigation processes the fingerprint cards and the firearms permit will not be issued until the Bureau receives a criminal background response regarding any criminal history. **A FIREARM MAY NOT BE CARRIED UNTIL THE FIREARMS PERMIT IS IN THE GUARD'S POSSESSION. THE PERMIT IS VALID FOR AN EXPOSED FIREARMS ONLY, FOR ONLY THOSE CALIBERS LISTED ON THE PERMIT, AND ONLY WHILE THE GUARD IS ON DUTY AND IN POSSESSION OF A VALID SECURITY GUARD REGISTRATION.**
- Firearms permits expire two years from the date of issuance. An applicant must requalify four times during the life of the permit: twice during the first year after the date of issuance, and twice during the second year. Requalifications must be at least four months apart. The application for renewal should be submitted to the Bureau 60 days prior to the expiration date. You may not renew your firearms permit once you have allowed it to expire. You must instead apply for a new firearms permit.
- The firearms permit is valid for two years. In order to renew a firearms permit, security guards must complete the firearms requalification course at a Bureau-certified training facility and must send an application and requalification fee to the Bureau 60 days prior to the expiration. **ONCE THE PERMIT HAS EXPIRED, A FIREARM MAY NOT BE CARRIED UNTIL A NEW FIREARMS PERMIT IS RECEIVED BY THE GUARD, REGARDLESS OF WHETHER A REQUALIFICATION APPLICATION IS PENDING AT THE BUREAU.**

BATON PERMIT

Security guards who carry batons while on duty must be in possession of a valid security guard registration and a baton certificate. Upon passing a baton training course at a Bureau-certified training facility, the instructor will issue a baton permit. This certificate does not expire as long as the holder possesses a valid security guard registration. You may receive information on training facilities in your area by calling the Bureau at (916) 322-4000.